

**CITY OF MENASHA
AD-HOC COMPLETE COUNT COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
July 14, 2009
6:00 PM

Minutes**

A. CALL TO ORDER

1. 6:10PM

B. ROLL CALL/EXCUSED ABSENCES

Present: Nancy Barker, Elena Leon, Ken Kubiak, Jan Davey, Mary Crawmer, Keng Xiong, Mayor Don Merkes, Mary Bach, and Susan Nett

C. ACTION ITEMS

1. Election of Chairman/Vice-Chairman/Secretary
 - a. Co-Chairman- Mary Crawmer
 - b. Co-Chairman- Keng Xiong
 - c. Secretary-Elena Leon

D. DISCUSSION ITEMS

1. Committee Responsibility and Concepts for Action
 - a. Ideas
 - I. Setting up booths at community events
 - II. Handing out information at St. Joe's Food Pantry
 - III. Handing out information during school registration days
 - IV. Advertisement/Media
 - a. City's News Letter
 - b. Senior News Letter
 - c. Businesses- posting signs
 - d. Inserts or announcements in utility and property tax bills
 - e. Creating a Census banner to hang
 - f. Church Bulletin- announcement
 - b. Target Points
 - I. Focus on targeting groups that have been undercounted in the past
 - c. Community Events
 - I. Come up with a list of potential community events at which we can promote the 2010 Census
 - d. Materials to obtain
 - I. Talk to Dale in regards to handout literature and other materials to give away at events.

- e. Current Plans
 - I. Set up an information booth at the elementary school registration days (08/11/09 and 08/12/09)
 - II. Set up a booth at the middle school and high schools during registration days (08/18/09 and 8/19/09)
 - III. Handout information at St. Joe's Food Pantry (Any week in August)
- f. Responsibilities
 - I. All- Come up with a list of community events that we can possibly be at to hand out information
 - II. Keng Xiong- Making contact with Hmong American Partnership in regards to setting up a booth at the Hmong Celebration held on Labor Day.
 - III. Elena Leon- Make contact with Town of Menasha, City of Appleton, City of Neenah, Calumet County, and Outagamie County Complete Count Committees to investigate possible events that we could work together in.
 - IV. Sue Nett- Making contact with Dale
 - a. Ask about possible grants and if grants are available when the dead line is?
 - b. Funding available?
 - c. Obtain materials to hand out at elementary registration (3000) and hand outs for St. Joes (1000)

E. ADJOURNMENT

- 1. 7:15PM